

CalWORKs and FOOD STAMP DATA SYSTEMS DESIGN TASKFORCE

Systems Maintenance Unit (SMU)

TRANSMITTAL NUMBER: 01-01 (CW)

January 30, 2001

TO: All Performance Measurement County and Field Operations
Bureau Staff

SUBJECT/PURPOSE: QDS TANF Data Item T10 New Applicant Definition/Instruction

RELATED REFERENCE: CalWORKs Transmittal Number 01-00, Guidelines for Dropping
CalWORKs Cases

SUPERSEDES: QDS Version 24.8c, Data Item T10 New Applicant
Definition/Instruction

EFFECTIVE DATE: On Receipt

BACKGROUND:

Item T10 (New Applicant) is designed to collect data on secondary sample cases. The item Definition/Instruction as written in the QDS Q5 Version 25.8c instructs the analyst to record "Yes" if the sample month is the first month on aid. However, the secondary sample universe includes not only the sample month, but also the first prior month. This item's Instruction/Definition is being revised to incorporate the entire secondary universe and will be updated in the next version of the QDS.

INSTRUCTIONS:

Distribute this revised T10 (New Applicant) Instruction/Definition to all staff engaged in TANF data gathering. Implement on receipt.

T10 New Applicant

A "New Applicant" means the reporting month is either the first or second month in which the CalWORKs family receives assistance. This may be either the first time that the CalWORKs family has ever received assistance or the first of a new spell on assistance, ignoring breaks of three months or less.

SECONDARY SAMPLE CASES

All cases beginning with "B" in the Federal All Other Families sample, and those beginning with "D" in the State Two-Parent Family sample must be coded 1 (Yes, a Newly Approved Application) in item T10 (New Applicant). If a secondary sample case does not meet the secondary case guidelines, it must be dropped code 2 (Not Subject to Data Collection) in T9 (Disposition) because it should not have been part of the secondary sample universe.

Secondary case guidelines may be found on page two of CalWORKs Transmittal 01-00, and are as follows:

For a secondary sample case to represent the secondary universe there must be a new application or reapplication for CalWORKs for the sample month or for the prior month and there must be a full or partial CalWORKs cash grant issued for the sample month. A cash grant will be considered issued for the sample month if it has been authorized by the day in which data reporting is initiated by the analyst for the case.

New Applicant Example 1:

April sample month. Review number begins with either a “B” for the Federal All Other Families

sample or a “D” for the State Two-Parent Family sample. The family applied for assistance

March 25th and was approved. The State agency authorizes the family’s check on April 25th to cover assistance for March and April. Complete the review.

New Applicant Example 2:

April sample month. Review number begins with either a “B” for the Federal All Other Families

sample or a “D” for the State Two-Parent Family sample. The family applied for assistance in February and was authorized to receive a check in February. The sample month is not the first or second month of a new spell of assistance. Drop this review from the secondary sample and code item T9 code 2 (Not Subject to Data Collection).

PRIMARY SAMPLE CASES

All sample cases beginning with “A” for the Federal All Other Families sample or “C” for the State Two-Parent Family sample are cases that are in at least their third month of assistance or do not have a break in aid of at least three months. These cases must be coded 2 (No – Not a New Applicant) in item T10 (New Applicant).

NOTE: A CalWORKs family that is reinstated from a suspension is not a newly approved applicant. An Inter County Transfer (ICT) does not make a continuing case a new applicant in the receiving county.

INQUIRIES:

Warren Ghens, CalWORKs and Food Stamp Data Systems Design Taskforce, Systems Maintenance Unit.

